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v. 2

# Reverse Record Check Home Study Program

(Personal Interviews Only)

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# 61891

**Reverse Record Check  
Home Study Program**

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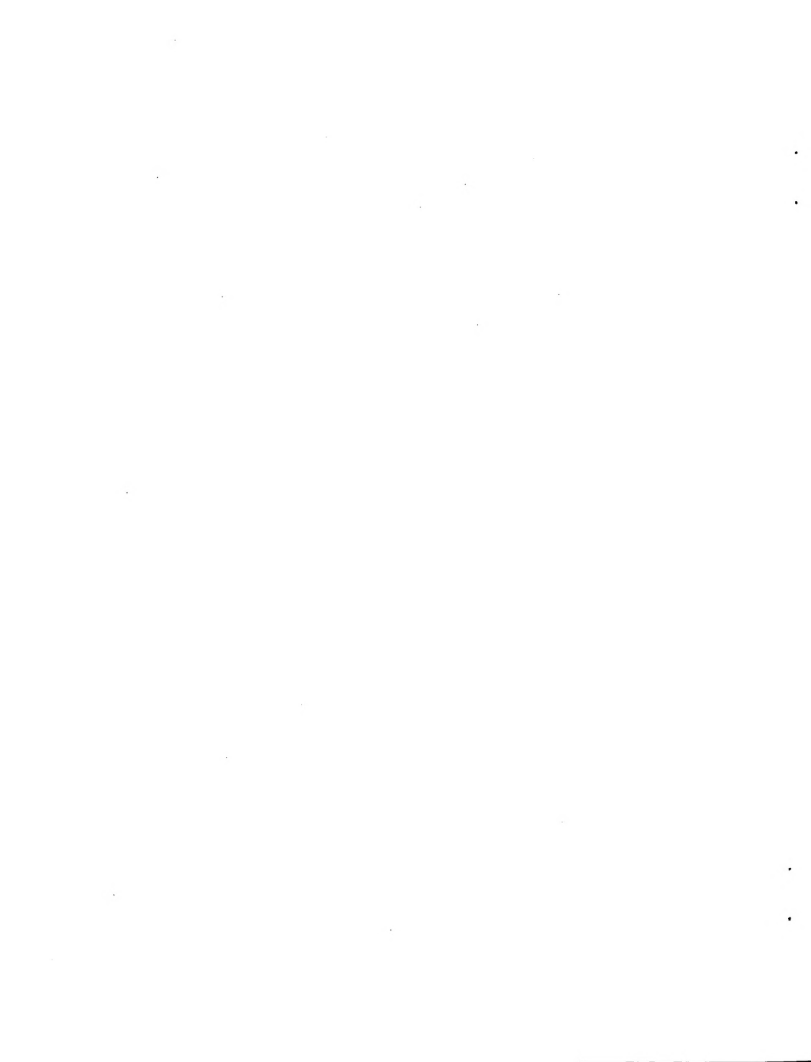
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**INSTRUCTIONS TO THE SUPERVISOR**

1. Before sending this home study program to your interviewers, go through it yourself to become familiar with it.
2. Shortly before an interviewer begins working, have him/her complete this program.
3. Ensure that your interviewers have all the materials needed to complete this program (see page iv of this program).
4. If your interviewers experience difficulty with any part of the program, give them assistance. You should give them your telephone number so they may call you.



**MATERIALS REQUIRED**

To complete this program, the trainee will need the following:

- |   |                 |
|---|-----------------|
| 1. Reverse Record Check Interviewer's Manual                | Form 92         |
| 2. Selected Person Document (completed sample)              | Form<br>R-317   |
| 3. Reverse Record Check Questionnaire<br>(completed sample) | Form<br>RRC-319 |



1. Introduction to the Interviewer (trainee)

You have been hired to conduct personal interviews for the 1991 Reverse Record Check (RRC). Your supervisor will forward cases to you which could not be resolved by telephone interview.

2. Training

This home study program will give you background knowledge on the RRC and provide you with the necessary information to carry out your responsibilities.

If you have a problem understanding something in your training, make a note of it and contact your supervisor after you have completed the program. He/she will clarify anything that is not clear to you.

3. Introduction to the 1991 Reverse Record Check

Since 1961, the RRC has been conducted to measure undercoverage in the census. Statistics Canada feels there is a definite need to check the accuracy of the data collected during the census.

The objective of the RRC is to estimate the number of persons and households missed in the 1991 Census.

The results of this study will provide the users of census data with a measure of the quality of the coverage of persons and households. In addition, the results will lead to improvements in future census procedures.

4. Overview of the Reverse Record Check

4.1 Sample

Please take your Reverse Record Check Interviewer's Manual, Form 92, out of your supplies and read Section B.1 on page 1-1.

4.2 Searching and Tracing

Please read Section B.2 on page 1-1 of your manual.

#### 4.3 Head Office Responsibilities

##### Head office staff:

- select and identify the selected persons or SPs;
- search authorized government administrative records in an attempt to find more up-to-date addresses for SPs;
- prepare documents for SPs;
- forward SP documents to Regional Office Processing for search of the 1991 census documents to determine if SPs were enumerated;
- search 1991 census documents for SPs traced in the regional offices;
- classify each SP as enumerated in the census, missed, emigrated, abroad, deceased or not traced;
- produce estimates of undercoverage.

#### 4.4 Regional Office Processing Responsibilities

Regional Office Processing staff search 1991 census documents to determine if SPs were enumerated at the addresses provided by head office.

For cases found in this search, the SP documents are forwarded to head office and the cases are considered complete.

SP cases not found in the Regional Office Processing search are sent to the regional offices where a tracing operation is conducted.

#### 4.5 Regional Office Trace Responsibilities

Regional office trace begins when SP documents are forwarded from Regional Office Processing or from head office for tracing at the local level.

The objective is to contact the SP by telephone and complete the Reverse Record Check Questionnaire, Form RRC-319, in order to obtain SP address(es) on Census Day and some characteristics.

Cases not resolved by telephone interview are assigned to personal interview. This will be your job.

## 5. Confidentiality

As you will be responsible for collecting information about persons and households, there are a few important points that you must keep in mind.

**Please turn to page 1-2 of your manual and read Section C, Confidentiality.**

Remember never to reveal any information concerning the selected person to anyone, including persons you contact in an attempt to locate the selected person.

## 6. Official Languages

Another important aspect is the Official Languages Act.

The Official Languages Act provides that all residents of Canada have the right to receive service in the official language of their choice; either English or French.

As a representative of Statistics Canada, you must do your part to see that the language rights of respondents are respected.

If, while establishing a contact when tracing an SP, you encounter language difficulties, inform the contact that you will arrange to have someone proficient in the language of the contact's choice visit him/her.

## 7. Terms and Definitions

While completing this program, you will encounter terminology that is specific to the Reverse Record Check and to the census. Some of these terms were introduced on previous pages but there are others with which you should become familiar.

**Please turn to page A-1 of your manual and read all of Appendix A - Terms and Definitions.**

When you have read Appendix A, turn to page B-1 and read items 3, 5 and 6 of Appendix B - Forms, which defines the forms you will use in the study.

## 8. Forms Forwarded for Cases Assigned to Personal Interview

When a case is assigned to personal interview, all the forms related to the case are forwarded with it.

You will receive the following forms for each SP case assigned to you:

- Form R-317, Selected Person Document;
- Form RRC-319, Reverse Record Check Questionnaire, with a label affixed to it.

You must check the forms you receive to ensure that the SPIN and the name of the SP agree on Form R-317 and on the label affixed to the Form RRC-319.

There are samples of the RRC forms in your training supplies.

Please find the sample Form R-317 in your supplies and refer to it as you continue your study.

### 8.1 Selected Person Document, Form R-317

You will receive a Form R-317 for every SP referred to you.

Please turn to page 3-1 of your manual and read Section B.

#### 8.1.1 Telephone Numbers Provided on the Form R-317

One of the reasons why an SP case is assigned to personal interview is because the telephone number provided was determined to be an unlisted number. Therefore, it could not be used in a telephone interview.

DO NOT ATTEMPT TO CONTACT THE SP BY USING THE TELEPHONE NUMBERS ON THE FORM R-317.

This information may have been taken from an administrative record or the 1991 census questionnaire. Statistics Canada cannot use the



information unless it is available to the public. For example, the telephone number can be found in the telephone directory.

**Please turn to page 1-2 of your manual and read Section D, Legality of the Use of Publicly Available Data.**

## **8.2 Reverse Record Check Questionnaire, Form RRC-319**

You will also receive a Form RRC-319, Reverse Record Check Questionnaire, for each Form R-317 assigned to you.

**Please turn to the sample Form RRC-319 in your supplies.**

When you receive a Form RRC-319 for an SP case, the SPIN and the SP's name will be entered on a label at the top of the form.

## **9. Search Codes**

Information to assist you to trace a selected person is provided on the Form R-317.

**Please look at your sample Form R-317.**

In the fourth column of Section 3, a search code is entered in the "Code" column. Each SP document that you receive will have an entry in this column.

**Please turn to Appendix C, beginning on page C-1 of your manual, and read the definition for Codes 3, 4, 5, 6 and 8.**

Codes 1 and 2 do not apply to you. They are used to indicate that the selected person was found enumerated during the Regional Office Processing search and that the SP documents were returned to head office.

The regional offices are responsible for tracing selected persons whose Form R-317 may have more than one code; Codes 3, 4, 5, 6 and/or 8, entered in the "Code" column in Section 3. Only one code will be circled and that code is entered on the Form RRC-319. Specific information is provided for each code detailing the information that is available to assist you in preparing to trace a selected person.

For each case, regardless of the code, you will be given, in Section 1 of Form R-317, the last known address of the selected person. In Section 2, you will be given the names of all household members, if available, and their address, if different from the selected person's address.

**REMEMBER, DO NOT USE THE TELEPHONE NUMBERS ON THE FORM R-317 TO CONTACT THE SELECTED PERSON OR HOUSEHOLD MEMBERS.**

#### **10. Conducting the Interview**

**Please turn to page 4-4 of your manual and read Section E, Personal Interview.**

##### **10.1 Completing Form RRC-319**

When you contact the selected person or a parent or guardian, if the selected person is 15 or under, proceed with the interview using Form RRC-319.

**Please turn to the sample Form RRC-319.**

The questionnaire is organized in sections. Each section deals with a single topic. For example, Section A is a record of your visits, Section B deals with the SP's usual place of residence on Census Day, June 4, 1991, and Section C deals with the dwelling occupied by the selected person on Census Day.

Ask the questions exactly as worded and follow the "Go to" instructions.

Turn to page 4-1 of your manual and read Section B, items 1 to 10 as they relate to personal interviews.

The person being interviewed may wish to know why certain questions are asked. Chapter 5 of your manual will help you answer these questions as it provides a thorough explanation of the questionnaire.

Please turn to page 5-1 of your manual and read this chapter now while referring to your sample questionnaire.

**Please read Appendix G - Questions Respondents May Ask.**

**11. Sources for Telephone Numbers and Addresses**

If the addresses you are given on the Form R-317 do not result in you contacting the selected person, you must search for new addresses for the SP and/or household members. There are many data sources you can use to locate addresses. Some examples are landlords, neighbours and social clubs.

**For more examples, please read pages E-1 and E-2.**

**12. Return of Completed Cases**

When you complete a case, return the forms to your supervisor according to his/her instructions.



### 13. Administration

The administrative details of the study are covered on page 6-1 of your manual.

**Please read Sections A, B, C and D.**

If you encountered difficulties which you could not resolve by reviewing the material, contact your supervisor.

This concludes your training.

[illegible]



